IV-FFY Maintenance Screen

The Funding Fiscal Year (FFY) Maintenance screen is used to perform yearly table maintenance by FFY, print a table, or recall table maintenance. The screen allows agencies to perform FFY maintenance for multiple tables through one screen. Maintenance activity performed from this screen include **G**=Generate FFY, **P**=Print Table, **R**=Recall Maintenance, and **X**=Delete FFY.

FFY MAINTENANCE SCREEN

The FFY Maintenance screen is accessed from the following screens:

✪ Any table Entry or List screen that has FFY maintenance:

Key **F** in the Function field and press **Enter** (Entry screen must be blank, except FFY, when **Enter** is pressed).

✪ I: Table Maintenance/Inquiry:

Key **80** in the Code field at the bottom of the screen and press **Enter**

✪ Any CALSTARS screen with a Command line:

Key **I.80** on the Command line and press **Enter.**

An example of the screen is displayed here.

```
 9990 FFY Maintenance                                   02-24-2005 01:36 PM

 Enter under F below: (G=Generate FFY, P=Print Table, R=Recall Maint/Print)
                      (X=Delete FFY)
 Enter under FFY below the year to Generate from, Delete, or Print.

 F  FFY            TABLE
 -  ----   --------------------------
 _  2004   Index Code            (IC)
 _  ____   Appropriation Symbol  (AS)
 _  ____   Program Cost Account  (PA)
 _  ____   Cost Allocation       (CA)
 _  ____   Employee Master       (EF)

 _  ____   DGS Invoice Allocation (EA)
 _  ____   DGS Services          (OD)


 Press Enter to submit request(s)

 Command: _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
        Help  Retrn Quit                              Clear             Main
```

To initiate maintenance from the FFY Maintenance screen, key **G**, **P**, **R** or **X** in the F action column to the left of the desired table. Key the appropriate FFY in the FFY field if necessary, and press **Enter**.

It may not be necessary to key the FFY if the maintenance screen was accessed through an Entry or List screen. If a FFY is present on the Entry or List screen when **Enter** is pressed, the FFY is displayed on the maintenance screen for the selected table. If the FFY field is blank when Enter is pressed, the FFY field is blank.

TABLE MAINTENANCE FUNCTIONS

The following functions can be performed from the FFY Maintenance screen.

G=Generate FFY

The **G**enerate function copies table records from one year to the next and increases the FFY by one during overnight processing. This function is only available through the FFY Maintenance screen.

To **G**enerate FFY records, key **G** in the F action column to the left of the desired table. Key the appropriate Year 1 FFY in the FFY field to create Year 2 FFY records as displayed in the following example.

Key the existing FFY: (Year 1) in the FFY field	To **G**enerate records for: (Year 2)
2004	2005
2005	2006
2006	2007

When **Enter** is pressed, a confirmation message is displayed at the bottom of the screen. Use **F2** to return to the previous screen.

The **G**enerate function may be run more than once for the same fiscal year to add new Year 1 records to Year 2. For example, using the **G**enerate function a second time may be quicker than manually adding new Year 1 records to Year 2 records **after** Year 1 records were generated. The **G**enerate function does not update or replace records previously **A**dded or **G**enerated, so records are not duplicated. However, if a Year 1 record is deleted from year 2 and the Generate function is run a second time, the deleted Year 1 records will be added back to Year 2.

If an attempt is made to **G**enerate new year records that have already been **A**dded to the new year table, an error message is displayed on the activity report for each existing record. Error messages are not issued when an attempt is made to re-**G**enerate previously generated records. If the **G**=Generate function is keyed more

than once during the same processing day, an online message is displayed stating that the **G**enerate FFY has already been requested.

Certain tables must have other tables in place before they can be generated. The PCA Table must have the AS Table in place. The Cost Allocation Table and DGS Invoice Allocation Table must have the Index and PCA Tables in place. The Employee Master File cannot be generated without the LC table in place.

In most cases, if the **G**enerate of the required table is requested on the same day, the **G**enerate of the subsequent table will be successful. If a request for generation of a table is made with no entries in the required table and no **G**enerate function for the required table being requested that day, an Action Confirmation window will appear indicating that there is a potential problem with the **G**enerate function for that table. **F2** will cancel the generate function and return the user to the main screen to correct the problem. **F4** will override the problem and write the **G**enerate transaction for overnight processing.

An example of the Action Confirmation window where generation of the Cost Allocation Table is being requested when neither the IC Table nor PCA Table has been established is shown here.

```
              A C T I O N    C O N F I R M A T I O N

            IC Table may be required for CA tables to generate
    PCA Table must be established for DGS Invoice, or CA tables to generate
        If not corrected before processing, table generation will fail

                    Press F4 to confirm or F2 to cancel
```

Successful **G**enerate transactions update the appropriate tables during the CALSTARS nightly process. **G**enerate transactions that do not pass all edits are not added to the tables; they are displayed on that day's activity report with their corresponding error messages.

P=Print Table

The **P**rint Table function provides agencies the option of generating an electronic report file of the table's listing report and/or printing the report through the Print/Report File Selection pop-up screen.

Key a **P** in the F action column on the maintenance screen, and press **Enter** to display the Print/Report File Selection pop-up screen. If a FFY is displayed on the FFY Maintenance screen when **Enter** is pressed, the FFY is displayed on the Print/Report File Selection pop-up screen. If the FFY field is blank when Enter is pressed, the FFY is not displayed on the screen.

An example of the pop-up screen (Index Code) is shown here.

```
                        Print/Report File Selection
                           Index Code (IC) Table


    ____  Enter FFY or leave blank for entire table

       _  Enter Destination:
            F=Report File only
               Report File: CS9990.CSI920-2.TBL-IC.IQ.D2050308.T1039394
            P=Printer Output and Report File
               Printer ID : CTP2     Report Class: Z     Report ID: ITBL
               Report File: CS9990.CSI920-2.TBL-IC.IQ.D2050308.T1039394
            O=Printer Output after Overnight Processing
               Printer ID : CTP2     Report Class: A     Report ID: TBLE

            Press Enter to submit the request, or press PF2 to cancel
```

NOTE: If a FFY is displayed on the pop-up screen, only records for the specified FFY are selected. If the FFY field is blank, the **entire** table (all FFYs) is selected.

Key one of the following 3 options in the Destination field on the pop-up screen:

> **F** – Immediately generates an electronic report file of the table's listing report.

> **P** – Immediately generates an electronic report file of the table's listing report **and** ROPES the listing report to an agency printer.

> **O** – ROPES the table's listing report, including the current day's table maintenance, to an agency printer after overnight processing is complete.

When **Enter** is pressed, a confirmation message is displayed at the bottom of the screen. Use **F2** to return to the previous screen.

Note: The Print Output Destination is maintained by CALSTARS staff. To request a change, send an e-mail to calstars@dof.ca.gov. Include 'Report Routing' in the subject line.

R=Recall Maintenance/Print

The Recall function is used to recall overnight table maintenance before it is initiated.

Key an **R** in the F action field, and press **Enter** to display the Recall Overnight Maintenance/Print Request pop-up screen. The FFY must be blank when **Enter** is pressed.

An example of the pop-up screen (Index Code) is shown here.

```
              Recall Overnight Maintenance/Print Request
                        Index Code (IC) Table

                    Select one or more with a 'Y':

             _ Remove the request to Delete FFY 2002
             _ Remove the request to Generate FFY 2006
             _ Remove the request to Print FFY 2007
                        *** End of Data ***




             Press Enter to remove the request(s).
     PF2                             PF7   PF8
     Retrn                           Bkwrd Frwrd
```

Key a **Y** in the field to the left of the desired maintenance or print request(s), and press **Enter** to remove the request(s). A confirmation message is displayed at the bottom of the screen.

X=Delete FFY

The **X**=Delete FFY function initiates the deletion of all table records for a specified FFY during overnight processing. This function is only available through the FFY Maintenance screen.

If a FFY is displayed on the Entry or List screen before **Enter** is pressed, the FFY is displayed on the pop-up screen. If the FFY field is blank when Enter is pressed, it is necessary to key the FFY.

Key **X** in the F action column on the FFY Maintenance screen, the FFY in the FFY field if necessary, and press **Enter**. The Action Confirmation pop-up screen (Index Code) is displayed as shown here.

```
          A C T I O N   C O N F I R M A T I O N

          Delete all Index Code records for 2005

          Press PF4 to confirm; PF2 to cancel
```

If **F4** is selected, **all** table records for the selected FFY will be deleted during the next overnight processing cycle.

If **F2** is selected, the **D**elete FFY maintenance is cancelled.

A message confirming that the table FFY maintenance was accepted or that the **D**elete function was cancelled is displayed at the bottom of the screen.

Note: Function **X** cannot be used for the current, prior or prior-prior fiscal years. If an attempt is made to delete the current, prior or prior-prior FFY, an error message is displayed at the bottom of the screen.

FUNCTION (F) KEYS

The program function keys are used for online help, for efficient navigation to various online screens, and for clearing the screen. The following F keys are available for the FFY Maintenance/pop-up screens:

F1=**Help**—General text information is available when the cursor is placed on the screen and **F1** is pressed.

F2=**Retrn**—Exits the present activity and displays the prior or higher order menu or screen. All data entered on the screen, but not accepted before exiting, is lost.

F3=**Quit**—Exits the present activity in preparation for CALSTARS logoff. An action confirmation pop-up screen will display to confirm the **Quit** action. Data entered on the screen, but not accepted for processing, remains on the screen if **F2** (resume) is selected. When **F3** is selected, the CALSTARS logoff is initiated. All data entered on the screen, but not accepted for processing, is lost.

F7=Bkwrd (Backward)—Go to the previous (page of records).

F8=Frwrd (Forward)—Go to the next (page of records).

F9=**Clear**—Erases all keyed fields.

F12=**Main**—Go to the CALSTARS main menu. All data entered on the screen, but not accepted for processing, is lost.